

Terms of Reference

Durham Agricultural Advisory Committee

1. **Goal**
 - 1.1 To provide advice to the Region of Durham on agricultural matters and rural matters as they relate to agriculture.
2. **Mandate**
 - 2.1 The Durham Agricultural Advisory Committee (DAAC) is a volunteer Advisory Committee established by Regional Council in accordance with these Terms of Reference. Committee members are guided by these Terms of Reference.
 - 2.2 The Terms of Reference provide for a balance between activities referred from the Planning and Economic Development Department, Regional Committee of the Whole or Regional Council and an allowance for the DAAC to be proactive and advise on matters identified on its own initiative.
 - 2.3 Matters may be referred to the DAAC from the Regional Planning and Economic Development Department, Regional Committee of the Whole or Regional Council. The DAAC may report directly to Regional Committee of the Whole on substantive matters as determined by Committee of the Whole. Otherwise, the DAAC shall report through the Regional Planning and Economic Development Department.
3. **Scope of Activities**
 - 3.1 The scope of the DAAC may include activities such as:
 - a) Providing advice on issues and concerns of the agricultural community;
 - b) Providing advice on the implementation of Provincial and Federal legislation, policies, and guidelines related to the agricultural industry;
 - c) Providing advice on agricultural and rural policy directions pursued by the Region. This may include providing advice on Regionally-initiated official plan amendments related to agricultural matters; on Regional agricultural matters through an official plan review; or, other policy directions pursued by the Region;

- d) Providing advice on the identification and implementation of programs which encourage public awareness and education of agricultural and related rural issues; and
- e) Providing advice on matters as they arise, at the request of the Region.

4. Composition

- 4.1 The DAAC will be comprised of sixteen members in total. Fourteen members will be private individuals who do not represent their respective employers or advocacy groups in their capacity as a DAAC member. An additional member will represent the Durham Region Federation of Agriculture. The above fifteen members shall not hold elected office (municipal, provincial or federal). Of these fifteen members; twelve will be bona fide farmers who are directly involved in the agricultural industry¹; and three will be residents who are not directly involved in the agricultural industry. The final member will be a representative of Committee of the Whole whose role is to act as liaison.
- 4.2 Membership for regular members shall correspond with the term of Regional Council. At the end of each term, members will be asked to consider their interest in remaining for an additional term. If a member chooses to resign; the Region will seek a replacement in accordance with Section 5. However, members shall continue to serve until their replacements are appointed by Regional Council. At the discretion of the DAAC, non-attendance of three consecutive meetings will be sufficient grounds for replacement.

5. Membership Selection

- 5.1 For private regular members, the Regional Planning and Economic Development Department will place a newspaper advertisement and/or issue a public service announcement to media within each area municipality requesting expressions of interest from individuals willing to volunteer for appointment to the DAAC. Interested individuals will be required to provide a brief resume and statement of interest. Responses from the advertisement will be forwarded to each respective area municipality with a request that the local Council nominate one representative from the applicants who are bona fide farmers directly involved in the agricultural industry². The Regional Planning and Economic Development Department, from the remaining resumes received, will nominate three additional members at large who are

¹ Note: Where an interested bona fide farmer cannot be found to represent an area municipality, a non-farm rural resident may be substituted.

² Same note as above

- bona fide farmers; and three members at large who are not directly involved in the agricultural industry, to bring the regular member complement to fourteen.
- 5.2 The Regional Planning and Economic Development Department will formally request the Durham Region Federation of Agriculture (DRFA) to nominate one person to represent the DRFA.
 - 5.3 Regional Committee of the Whole will recommend individuals for appointment to the DAAC by Regional Council.
 - 5.4 Regional Council shall appoint a representative and an alternate to the DAAC from the members of Committee of the Whole.
 - 5.5 In nominating members to the DAAC, excluding the representative of Committee of the Whole, regard shall be given to achieving a diversity of members engaged in varied disciplines of the agricultural industry and members living in the rural community with knowledge of agricultural and related rural issues. Availability to attend meetings will also be considered. All residents of Durham Region are eligible for membership.
 - 5.6 In the case of a regular member vacancy, the approach described in Sections 5.1, 5.2 and 5.3 will generally be followed.
 - 5.7 An elaboration of the selection criteria is provided in Appendix 1.
6. Officers
 - 6.1 A chair and two vice-chairs (first and second) will be elected annually by the membership of the DAAC. The Committee of the Whole representative will chair the inaugural DAAC meeting.
 7. Support Services
 - 7.1 The Commissioner of Planning and Economic Development or designate, shall serve as staff liaison to the DAAC. The liaison will provide administrative, procedural and technical support to the DAAC.
 - 7.2 The liaison will co-ordinate all requests for advice from the DAAC, through meeting agendas and addenda to meeting agendas. DAAC responses to such requests shall be co-ordinated by the liaison to the Planning and Economic Development Department.
 - 7.3 The Region will provide secretarial and other support services. Regional Council will provide a budget to cover the operational expenses of the DAAC,

and this budget will be administered by the Planning and Economic Development Department.

8. Meetings

8.1 Regularly scheduled meetings of DAAC will be held at the Durham Regional Headquarters, unless otherwise stated. The DAAC will establish a meeting schedule at its inaugural meeting taking into account the business needs and the schedule of Council and Committee of the Whole. The DAAC shall provide Committee of the Whole with a schedule of meetings in December for the following year. Special meetings may be held at the call of the Chair. Committee of the Whole is to be kept informed of such meetings.

8.2 All meetings will be open to the public. As a formal advisory Committee to the Region, the DAAC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.

8.3 Quorum shall consist of a majority of the sitting members.

9. Delegations of Committee Meetings

9.1 Any person(s) wishing to appear before the DAAC as a delegation must submit a request to the staff liaison in the Regional Planning and Economic Development Department, advising of the topic or item to which they wish to speak. The Delegation process will be in accordance with the Regional Procedural By-law, with the following exception: All requests for delegation must be received by the staff liaison at least one week prior to the meeting to ensure that the delegation is included on the agenda.

10. Minutes and Agenda

10.1 The minutes of each DAAC meeting will be amended as necessary and approved at the following meeting. The unapproved minutes will be forwarded to the next regularly scheduled Committee of the Whole meeting. When approved, any amendments will be forwarded to Committee of the Whole. The DAAC agendas will be prepared by the staff liaison and the DAAC chair or vice chairs with input from other DAAC members. Agendas will be distributed the week prior to the meeting.

11. Committee Resolutions

11.1 The DAAC will seek to achieve consensus on decisions. Recommendations are "carried" if supported by a majority, unless otherwise specified in these Terms of Reference or Regional Council Rules of Procedure. Only resolutions

as they appear in the adopted Minutes may be considered as officially representing the position of the DAAC.

12. Annual Reports and Workplan

12.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DAAC. The annual report shall be forwarded to the Committee of the Whole.

12.2 An annual workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the DAAC for consideration and approval by Committee of the Whole and Council.

12.3 An annual review of the DAAC by Committee of the Whole will be completed to examine the effectiveness of the Committee and to ensure continued improvements.

Appendix 1

Membership Eligibility Criteria

To facilitate the nomination and appointment of new members to the DAAC, the following criteria will be considered. The aim is to achieve a diversity of members engaged in varied disciplines of the agricultural industry and community representation with knowledge of agricultural and related rural issues.

1. **Residency**

Members should reside in Durham Region³.

2. **Agricultural Expertise and Knowledge**

Applicants engaged in the agricultural industry having the following attributes would be considered as an asset:

- Demonstrated knowledge of agricultural and rural land use issues;
- Relevant farm experience;
- Involvement with activities of the agricultural community;
- Technical training in an agriculture-based field; and
- Knowledge of properties and farm operations within Durham.

3. **Rural Experience**

For applicants from the non-farm rural community consideration will be given to the duration of residency in the community and the individual's level of knowledge of agricultural related rural issues. The relevance of their interests to the mandate of the DAAC will also be an important consideration.

³ Note: Where person who resides in Durham cannot be found, a farmer who owns land in Durham Region may be substituted.

4. Availability

It is important that an applicant be able to attend as many DAAC meetings as possible and undertake work outside of the regular monthly meetings. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.